

Brigade Command Policy # 04-03

AFZN-BA-L

17 DEC 04

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 1st BCT Financial Management

1. REFERENCES:

- a. AR 37-1 (Establishing & Recording Commitments & Obligations)
- b. AR 37-20 (Administrative Control of Appropriated Funds)
- c. AR 710-2 & FR REG 710-2, Supply Policy Below the National Level, 02 February 2004
- d. AR 11-2, Management Control, 1 August 1994
- e. FR REG 700-18 (Unit Financial Management Procedures)

2. PURPOSE: The purpose of this policy is to outline the way the 1st Brigade Combat Team will manage its financial resources, and to describe the duties and responsibilities of key personnel involved in the financial management process.

3. APPLICABILITY: This policy applies to all units assigned or attached to the 1st Brigade, 1st Infantry Division (Mech).

4. DUTIES & RESPONSIBILITIES: Detailed duties & responsibilities are listed in the enclosed task matrix and FR REG 700-18.

- a. Commanders: overall responsible for prudently managing the unit's allocated financial resources.
- b. Executive Officer: overall staff supervision responsibility for managing the unit's financial resources & for ensuring prudent, efficient expenditure of funds.
- c. S4: the appointed financial management officer for the unit. He is responsible for the detailed daily management of the unit's financial resources, and reporting unit financial status as required.
- d. Maintenance Officer: The BMO, BMT & BMS are responsible for managing the requisitioning of all CL IX repair parts.
- e. PLL Clerk, Supply SGT & Spt Plt Ldr: responsible for requisitioning supplies for their respective areas of operation.

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5. GENERAL OPERATING PRINCIPLES: Unless otherwise stated the 1st BCT will conduct financial management operations according to FR REG 700-18 (until updated, treat references to TUFMIS as referring to DCAS and the installation B3T report - the management principles are the same).

a. Spending within Budget: spending above the approved unit target requires approval from the next higher level of command.

b. High Dollar Requisition Approval: the first LTC in a unit's chain of command must approve all requisition over \$500.00 (unless delegated in writing to a subordinate officer) by signing the daily Commander's Financial Transaction Listing.

c. Checkbook: each unit will establish and maintain a "Unit Financial Management Checkbook" in order to accurately track their daily financial status. All financial transactions (requisition & turn-ins) from both supply and maintenance operations will be captured and filed in this checkbook.

d. Checkbook/B3T Report Reconciliation: G3/DPTM Management produces the B3T Report (contains all supply transactions process through the budget system) weekly. Units will reconcile their checkbooks with the B3T report and submit their Unit Financial Status Report with any error adjustment requests to the Brigade S4 weekly (for the previous week's B3T report).

e. Units will verify targets and adjust unfinanced requirements monthly. Adjustments will be submitted to the Brigade S4 at the last S4 Meeting of each month.

f. Training Cost Data: Units will forecast estimated training cost for all scheduled training using the 1st BCT Training Cost Data Worksheet. Units will capture the actual cost of all training conducted. A training cost data report, using the format outlined in FR REG 700-18, will be submitted to the Brigade S4 NLT two weeks after the completion of the training.

6. "Devil Brigade!"

Encl.

1. Matrix

2. Worksheet

//original signed//

BART HOWARD

COL, AR

Commanding

1ST BCT FINANCIAL MANAGEMENT TASK MATRIX

	Daily	Weekly	Monthly	Quarterly	Annually
Goal	Requirements are identified. Request is validated by authorizing officer prior to requisition being processed.	Reconcile "checkbook" with B3T report (bank statement) to ensure all supply transactions executed are correctly charged or credited to account. Errors must be promptly corrected with an adjustment request.	Ensure units are within targets and that the financial management system is working. Reconcile open DCR with ASL's RECON & RICL reports, ensuring that corrections are processed. Training cost data and unfinanced requirements (UFR) are submitted/updated.	Review expenditure plan and adjust if required to stay within the Bde Cdr's financial management guidance. Set targets & issue guidance for the quarter.	Develop command operating budget (COB). Set annual targets and financial policies & procedures for the upcoming fiscal year.
PLL Clerk	1. Requisition supplies using correct data from verified PMCS. 2. Submit the daily transaction list & exception report to BMO for signature. 3. Submit copy of all supply transaction documents to S4.	1. Ensure that the Bn S4 has copies of all supply transactions (requisitions, turn-ins, cancellations & credit card purchases). 2. Provide answers are required by the Bn S4 in order to reconcile the B3T report.	1. Reconcile the open DCR with ASL's RECON & RICL reports. Ensure corrections are made & processed. 2. Update CL IX catalog.		
Supply SGT & Spt Plt Ldr	1. Requisition supplies using correct data & post to document register. 2. Ensure sufficient funds are available prior to making purchase. 3. Report all purchases to Bn S4 for posting in "checkbook."	1. Ensure that the Bn S4 has copies of all supply transactions (requisitions, turn-ins, cancellations, & credit card & CSC purchases). 2. Provide answers as required to the Bn S4 in order to reconcile the B3T report.	1. Reconcile open DCR with DOL. Complete required adjustments & correction. 2. Update AMDF.		
BMO	1. Validate (sign) transaction list & exception report to authenticate requirements & authorize expenditure of funds prior to disk drop at FSB. 2. Ensure S4 gets a copy of all supply transaction documents (requisitions, turn-ins, cancellations & credit card purchase).	1. Attend weekly Bn supply & maintenance meeting & be prepared to justify purchases. 2. Follow up on QDR due-outs 3. Ensure the Bn S4 has copies of all supply transactions (requisitions, turn-ins, cancellations, & credit card & CSC purchases). 5. Provide answers as required to the Bn S4 in order to reconcile the B3T report.	1. Ensure open DCRs are reconciled with ASL's RECON & RICLs reports & that required corrections are completed. 2. Provide copies of reconciled RICL & RECON to Bde S4 & FSB CL IX office. 3. Ensure CL IX catalog is updated.		
Bn S4	1. Create a consolidated Bn "checkbook" for managing unit's financial resources. 2. File all daily supply transactions from the BMO, Spt Plt Ldr & Sply SGT's in the "checkbook." This includes all requisitions, turn-ins, cancellations, credit card & CSC purchases. 3. Monitor the Bn financial status.	1. Reconcile B3T report with "checkbook" to ensure all transactions are properly charged or credited. 2. Request adjustment for all errors found during reconciliation. Route through Bde S4 to DPTM. 3. Submit weekly financial report to Bde S4 & be prepared to justify purchases. 4. Attend weekly Bn supply & maintenance meeting to discuss status of funds.	1. Monitor unit financial status & make recommendations to Bn XO. 2. Submit training cost data for all completed training to Bde S4. 3. Submit prioritized UFR's to Bde S4. 4. Provide Bde S4 with input to the installation's tactical unit PBAC (input required: status of funds, training cost data, prioritized UFR list, justification for any request of addition resources). 4. Coordinate w/Bde S4 for required assistance.	1. Monitor unit financial status & make recommendations to Bn XO. Request assistance from Bde S4 as required. 2. Allocate quarterly targets & turn them in to Bde S4 for input to TUFMIS. 3. Update unfinanced requirement list w/Bde S4. 4. Ensure CSDP compliance. 5. Provide budget input to QTB	1. Develop the Bn's annual command budget estimate (CBE) using input from units, Bn XO & Bde S4. 2. Forward copy of CBE to Bde S4 for input to the Bde CBE. 3. Allocate the approved Bn COB forward targets to Bde S4.
Bn XO	1. Monitor Bn financial status, providing guidance as required.	1. Chair the Bn supply & maintenance meeting. 2. Review budget status & provide guidance to subordinates.	1. Monitor Bn financial status, request guidance from higher, provide guidance to subordinates & request assistance as required. 2. Review Bn's PBAC, UFR & training cost data input to validate accuracy & priorities.	1. Monitor Bn financial status, request guidance from higher, provide guidance to subordinates & request assistance as required. 2. Review & prioritize updated unfinanced requirement list.	1. Monitor Bn financial status, request guidance from higher, provide guidance to subordinates, and request assistance as required. 2. Oversee the development & submission of the Bn's CBE & COB
Bde S4	1. Provide assistance & guidance to units of the 1st BCT as required.	1. Receive unit weekly financial reports. 2. Issue B3T report to units for reconciliation against their "checkbooks." 3. Coordinate all requests for adjustments with DPTM. 4. Report status of Bde funds to Bde XO (bi-weekly). Be prepared to explain purchases. 5. Provide assistance & guidance to units of the 1st BCT as required.	1. Monitor Bde financial status. Make recommendations as required. 2. Provide assistance & guidance to units as required. 3. Consolidate unit input & produce PBAC requests for installation's tactical unit PBAC. 4. Distribute PBAC credits based on guidance from Bde XO.	1. Monitor Bde financial status, request guidance from higher, provide guidance to subordinates units & request assistance as required. 2. Issue quarterly targets to Bn's. Receive Co targets from Bn S4's. Ensure DPTM inputs data to B3T	1. Develop the Bde CBE using input from DPTM, Bde XO & Bn's. 2. Allocate the approved COB to Bn's & ensure targets are input to B3T. 3. Ensure CSDP compliance.
Comptroller	1. Provide assistance & guidance to members of the 1st BCT as required.	1. Produce the B3T report & issue to Bde S4 for distribution to units. 3. Provide assistance & guidance to members of the 1st BCT as required.	1. Provide assistance & guidance to members of the 1st BCT as required. 2. Provide guidance & read ahead packet to Bde S4 & XO for tactical unit PBAC.	1. Provide required assistance & guidance to members of the 1st BCT on budget related issues. 2. Input quarterly targets to unit TUFMIS accounts.	1. Provide required assistance & guidance to members of the 1st BCT on budget related issue. 2. Input annual targets to unit TUFMIS accounts.
Bde XO		1. Monitor Bde financial status. Provide guidance as required.	1. Monitor Bde financial status. Provide guidance as required. 2. Review Bde's PBAC input/request to validate accuracy & priorities. 3. Recommend to Bde Cdr financial policy & procedures.	1. Monitor Bde financial status. Provide guidance as required. 2. Recommend to Bde Cdr financial policy & procedures. 3. With Cdr's guidance set Bn targets.	1. Monitor Bde financial status. Provide guidance as required. 2. Oversee COB development & submission. 3. Recommend to Bde Cdr financial policy & procedures.

Enclosure 2: Training Cost Data Worksheet

Unit Financial Status Report Instructions: Units will reconcile their Financial Management "Checkbook" weekly and submit the below Unit Financial Management Report, along with any DCAS Adjustment Requests (FR Reg 700-18), to the Brigade S4 at the weekly S4 meeting. All outstanding charges & credits after the checkbook reconciliation will be listed in the Outstanding Charges/Credits Block. The Remaining Balance is the difference (+/-) between DCAS Spent Block and the Outstanding Charges/Credits Block.

Training Cost Data Worksheet: Units will list all training events by quarter, and record the estimated cost of each. Once the training event has been completed the Actual Cost will be recorded as well as the difference between the estimated cost and the actual cost. The worksheet, along with the Training Cost Data Report (FR Reg 700-18) will be turned in to the Brigade S4 NLT two weeks after the completion of the training event at the next S4 meeting.

UNIT FINANCIAL STATUS REPORT	
Annual AFP Target	
DCAS Spent (As Of Latest DCAS Series)	
Outstanding Charges/Credits	
Remaining Balance	

[illegible]